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ARIZONA DEPARTMENT OF ECONOMIC SECURITY

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Jane Dee Hull  
Governor

John L. Clayton  
Director

September 10, 2001

**WORKFORCE INFORMATION MEMO #9-01**

**SUBJECT:** Point of Participant Registration under Title I-B of the Workforce Investment Act

**REFERENCE:** 20 CFR Part 652 et al. Subpart A, Section 663.105(a) and (b); Subpart B, Section 664.215(a) and (b) of the Workforce Investment Act Final Rules dated August 11, 2000; Section 4C., pp. 5-6 of Training and Employment Guidance Letter (TEGL) No. 7-99 dated March 3, 2000; Section 3, WIA MIS and Eligibility Manual dated May 2000.

**BACKGROUND:** This information memo is intended to help clarify the point at which an individual is considered "registered" under Title I-B of WIA.

Before an individual is considered registered, a JT-001 "WIA Application for Registration" must have been completed which indicates that the individual is eligible for WIA Title I-B services.

**Registration occurs when WIA funds are first expended on a program participant. This information is documented in a JT-003 "WIA Client Transaction Notice", using the applicable activity and funding codes.** (Note: A WIA-eligible individual who is receiving services not funded by WIA [e.g. Wagner-Peyser funds, Veterans' services, Vocational Rehabilitation services, etc.] is not considered registered under Title I-B until WIA formula funds are expended).

For adults and dislocated workers, registration must take place once a determination is made that an individual requires services beyond those that are self-service or simply informational and WIA Title I-B formula funds are expended. However, there is no provision that a local area cannot track these individuals' activities who are not funded by WIA Title I-B formula funds. Actually, it is encouraged to do so for further program evaluation at the local and state level. For youth, registration is mandatory and must take place for youth determined to be in need of WIA services. Again registration occurs when the first JT-003 is completed utilizing WIA Title I-B formula funds.

**ACTION REQUIRED:** (1) Each local area should establish policy which defines the level of staff involvement that it considers "beyond self-service or informational". (2) Each local area should ensure that at a minimum a JT-001 is completed for every individual who receives staff assistance beyond the time frame established in the local policy. (3) Each local area must ensure that a JT-003 is completed when WIA Title I-B funds are expended for any individual (point of registration).

Please distribute this document to all staff involved in WIA eligibility and case management activities. For questions, contact Ms. Gwen LeaMon, MIS Specialist, or your quality assurance liaison at (602) 542-3957.

Sincerely,

A handwritten signature in black ink that reads "Stan Flowers". The script is cursive and fluid, with the first name "Stan" and last name "Flowers" clearly legible.

Stan Flowers  
Acting Deputy Program Administrator  
Workforce Development Administration

SF:PG:kds